



Coherent Web Phase II Advisory Group Process

September 20, 2011

Advisory Groups - Overview

The overall purpose of Advisory Groups within the Coherent Web project is to involve a cross-section of representatives from different content owners and providers in improving current and future functionality and processes on the website.

Groups may be formed based on something that is already in development, planned for future phases or that is identified as a worthwhile target by internal/external audiences. They are meant to be ephemeral and focused on a specific goal. If a quorum cannot be reached when new groups are suggested, the Coherent Web team will move ahead with existing requirements and a group may be formed later in the project's lifecycle.

The Coherent Web team will:

- Provide a team member to act as a facilitator to the Advisory Group
- Identify a group objective and provide any existing requirements
- Work with the Advisory Group to provide the schedule

The advisory group will:

- Review and refine existing requirements
- Suggest desired functionality and additional requirements
- Propose use cases for developers to follow
- Lay out business objectives (i.e., how do we measure success?)
- Assist in user acceptance testing
- Verify completion of stated requirements (by email)

Advisory Groups – Basic Process

Advisory groups will move quickly and efficiently, with minimal roadblocks to a speedy execution of development and release. Once the group's main purpose is reached, the Advisory Group will be dissolved and any feedback/upgrades will be handled through normal channels.

The responsibilities of the advisory group are as follows:

- A. Take part in kick-off meeting (mandatory) and weekly touch-base meetings (as possible)
- B. Provide comments and feedback (to be collected and acted upon by CW team facilitator)
- C. Assist with user acceptance testing
- D. Sign-off on completion
- E. Encourage use of the group's subject target

Timeframe:

The normal timeframe of an Advisory Group will be driven by its focus. A target timeline of six weeks (not necessarily contiguous) is suggested, with an sample breakout of schedule as follows.

- Two weeks of requirements acceptance
- Two weeks of development (suggest use cases)
- Two weeks of testing